

Monthly Leave Reconciliation Checklist

- ☐ Post time sheets to manual records every pay period.
- ☐ Compare time sheets to leave calendars for discrepancies.
- ☐ Run and print PT_QTA10, Absence Quota Information Report, to get end of month balances for all employees you key time for.
- ☐ Compare leave calendar to Absence Listing for discrepancies.
- ☐ Check Accruals in PT50 in case you don't balance.
- ☐ Manual leave balances and balances in this report should be the same.
- ☐ Re-run PT_QTA10 Absence Quota Information Report to verify any and all changes made to the time sheets. Compare balances.

To find forms and other important information go to:

www.state.ar.us/dfa/hr/hr_index.html

Audit of Terminated File Checklist

Assemble all documents needed for Leave Audit as follow:

- ☐ Leave Payout Authorization or Transfer Form signed by supervisor and timekeeper.
- ☐ Screenshot of PT50.
- ☐ Leave Calendars for prior 2 years that balance PT50 balances.
- ☐ Submit Time Sheets and Leave Requests for the last 2 years. Timesheets as well as Leave Requests must be signed by employee and supervisor. Additionally, timesheets must be totaled.
- ☐ Submit Leave Calendars for the last 2 years.
- ☐ Submit Compensatory time charts for the last 2 years.

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